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25 FEB 1975

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Review of Executive Order 11905

1. This is to certify that I have read and understand the contents of Executive Order 11905. When Mr. Janney returns from his trip, I will ask him to read this Order and also to submit an appropriate certification.

2. As requested, we have reviewed Section 5 of the Executive Order. Only one part of that Section, that dealing with the assignment of personnel discussed on Page 31, has a direct impact on this Office. In view of our past experience, compliance will require very careful monitoring and cooperation on the part of senior Agency officials.

3. As you know, the Deputy Director for Administration is charged with the responsibility for monitoring the detail of Agency personnel to other government agencies. The Office of Personnel carries this responsibility for you. I believe you also know that in fulfilling this monitoring role, we have had great difficulty in the past because of the tendency on the part of certain officials to arrange details without first notifying the Office of Personnel. This problem was especially highlighted last year during the course of the House and Senate investigations, and it was only with great effort that we were able to assemble a list of details in and details out. Frankly, I am still not assured that our list is complete. Therefore, we believe it necessary to establish a current base from which to begin our compliance with this particular Section of the Executive Order. Toward that end, I have prepared a memorandum from you to the Deputy Directors and Heads of Independent Offices requesting that they submit to the Office of Personnel a current list of all individuals detailed to the Agency and of employees detailed to other Federal agencies.

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4. This part of Section 5 of the Executive Order requires that the head of the host agency be informed of the detailee's parent agency and, further, that with the departure of the head, the successor be informed. In addition, it requires that the detailee not report to his parent agency on the affairs of the host agency except as may be directed by the latter. Accordingly, when we receive a response to the attached memorandum, we believe that we should consider taking action immediately to inform the head of the agency to which our employees are detailed to ensure that he is aware of the detailees' CIA affiliation. We should also require the Deputy Directors or the Heads of the Independent Offices to certify that their employees detailed to other agencies have been informed of the prohibition against reporting to us on the affairs of the host agency unless the host agency has authorized such reporting.

5. We may need your help in enforcing compliance with this part of the Executive Order. For example, despite admonitions in the past that no details be arranged without first consulting the Office of Personnel, we have just now learned of the detail of an employee to the Department of State. The individual was already in place before we learned of the detail, and we are only now preparing the necessary letter to the Department of State confirming administrative arrangements.

6. We are drafting an appropriate regulation to ensure that Agency officials conform to the requirements of this Section of the Executive Order.

STATINTL



Acting Director of Personnel

Attachment

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AD/Pers: [ ] bkf (25 Feb 76)  
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